

**1 July 1999**

**Safety**

**GROUND MISHAP/INJURY REPORTING**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 91-2, *Safety Programs*. It establishes procedures and responsibilities for reporting mishaps, injuries, and illnesses which occur on Westover Air Reserve Base or to Westover personnel on duty at other locations. It applies to all Westover ARB civilian and military personnel. It is designed to ensure a timely response by supervisory, medical, emergency services, and safety personnel in providing medical treatment and complying with appropriate Air Force, Federal, and State regulations.

**SUMMARY OF REVISIONS**

This revision changes the organization notified from Security Police to the Fire Department (paragraph 1.1.2); deletes the use of some forms (paragraph 1.2.5); and revises the number of injured personnel from five to three in a Class B mishap (paragraph 2.2). A \* indicates revisions from the previous edition.

**1. Procedures:**

1.1. Personnel report all mishaps, injuries, or illnesses, regardless of severity. Reporting procedures are as follows:

1.1.1. Major mishaps involving a fatality, numerous injuries or extensive damage classified "Class A or B" in paragraph 2.1 and 2.2 below are reported immediately to the Command Post.

1.1.2. Serious personal injuries or illnesses are reported immediately by telephone to the Fire Department. Provide them with your name, telephone extension, location where assistance is needed, a brief description of the problem, and the number of persons requiring assistance. This ensures an ambulance is dispatched and Fire Department emergency medical technician personnel respond to stabilize the patient until the ambulance arrives.

1.1.3. Traffic mishaps involving either government or privately owned vehicles are reported to Security Police.

1.1.4. Injuries or illnesses regardless of severity are reported immediately to the individual's supervisor.

1.2. Supervisory personnel ensure:

1.2.1. Emergency assistance is called for any serious injury or illness.

1.2.2. Security Police are notified of all traffic mishaps.

1.2.3. Military personnel sustaining injuries, regardless of severity, are referred to the 439 Medical Squadron (MDS) or medical facility for treatment. Civilian personnel may be treated at the contract medical facility or a doctor of their choice. Appropriate transportation and referral forms are provided.

1.2.4. Notify the MDS, Civilian or Military Personnel, and the Safety Office of all mishaps to obtain guidance and assistance, as appropriate. Military personnel should contact the Military Personnel Flight, Career Enhancement, within 48 hours for initialization of possible pay benefits.

1.2.5. Follow up to process the following forms or reports as necessary (a copy of each completed form is forwarded to 439 AW/SEG):

1.2.5.1. For Department of the Air Force civilian personnel: CA-1, Federal Employee's Notice of Traumatic Injury.

1.2.5.2. For Nonappropriated Fund civilian personnel: LS-202, Employer's First Report of Injury or Occupational Illness.

1.2.5.3. For Military Personnel: AF Form 348, Line of Duty Determination (in accordance with AFI 36-2910).

1.3. The Headquarters 439 Medical Group, Military and Civilian Personnel coordinate with the Safety Office to ensure accurate records of all injuries.

1.4. The Security Police forward a copy of the accident report, AF Form 1315, Accident Report, for each vehicle or property damage investigated to the Safety Office no later than the first work day after the incident occurs.

**2. Classification of Mishaps:**

2.1. Class A. A mishap resulting in a fatality, permanent total disability, destruction of, or damage beyond economical repair to an Air Force aircraft, or injury and property damage costs totaling more than \$1,000,000 or more.

2.2. Class B. A mishap resulting in a permanent partial disability, hospitalization of three or more personnel, or injury and property damage costs of \$200,000 or more, but less than \$1,000,000. NOTE: Both Class A and B mishaps require higher headquarters notification within eight hours of the incident. It is, therefore, imperative that responsible reporting officials be notified without delay.

2.3. Class C. A mishap resulting in an injury or illness involving a lost work day (i.e., eight hours or greater), and injury and damage costs of \$10,000 or more, but less than \$200,000.

2.4. Class D. A non-fatal mishap, not including first aid cases that does not meet the definition of a Class C or greater mishap.

2.5. Class X. A mishap resulting in an occupational injury or illness not reportable but recordable as indicated in AFI 91-204, Investigating and Reporting U. S. Air Force Mishap, paragraph 2.3.5.

MARTIN M. MAZICK, Colonel, USAFR  
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